



City of Fairfield
Local Agency Permit Requirements
Enhanced Vapor Recovery (EVR) Phase II & In-Station Diagnostics (ISD)
Building, Community Development, Fire

The City of Fairfield has been made aware of the California State Air Resource Board mandated upgrades for gasoline dispensing facilities. The following outline of the permit process is provided to facilitate the timely issuance of permits for equipment installation.

1. Bay Area Air Quality Management District (BAAQMD)

- Apply for and obtain 'Authority to Construct' (ATC) permit. A copy of this permit will need to be presented to the local building department in order to obtain a building permit.

2. Department of Community Development

- Submit application for a 'Minor Discretionary Review' (MDR). Application for MDR can be downloaded from the City's website at www.ci.fairfield.ca.us/files/PlanningApp-MDRCH.pdf. Note that the application requires a signature of the property owner. There is a fee for MDR approval, payable by check to "City of Fairfield". The current fee for MDR is listed online at www.ci.fairfield.ca.us/files/AppProcessFess.pdf.
- EVR equipment should be located as far from public rights of way as possible. Locations along side a property line or behind a building will typically be preferred to minimize visual impact. If a location along a street frontage is necessary, a horizontal mounting of tank equipment is generally preferred, and may be required for any tank equipment proposed along a street frontage, and may be required if proposed in other locations, depending on visibility from offsite locations. Vegetative or other solid screening will be required for any tank equipment proposed along a street frontage, and may be required if proposed in other locations, depending on visibility from offsite locations.

3. Fire Department

- EVR systems must comply with NFPA 30A, Chapter 10. If there are site specific conditions that prevent compliance with any section of NFPA 30A Chapter 10, the fire department must approve an acceptable alternative.
- Any material used to screen the EVR structure must be non-combustible. EVR structures (tank, piping, valves, or fittings)

subject to impact must be equipped with vehicle impact protection as per Section 312 of the California Fire Code.

- Prior to building permit application submit three copies of plans to the fire department for review and approval. Depending on staff availability, approvals may be granted over the counter.

It is advised to use the same plans that are returned from the Department of Community Development for Fire review and approval. The same plans, bearing both department stamps of approval, should then be submitted to the building division (see step 5).

4. Solano County Department of Resource Management – HazMat Division

- Solano County will require a modification permit if there are any changes to the limited scope of work beyond the EVR installation, including but not limited to modifying underground piping, adding dispensers, replacing spill bucket, modifying fill and turbine sumps.
- A monitoring certification must be completed once the in-station diagnostics are installed to verify the underground storage tank monitoring system is functional. The contractor shall notify Solano County within 48-hrs before performing the monitoring certification. This certification is an additional test and shall not be in lieu of the monitoring certification done annually at each facility. Each station shall submit a modified monitoring plan once the project is complete. These monitoring certifications should not be confused with those required by the BAAQMD.

5. Building Division

- Plans shall be approved by the Fire Department and the Department of Community Development prior to submittal to the Building Division. See steps 2 & 3 above.
- Submit a copy of the ATC permit from the BAAQMD. See step 1 above.
- Submit three (3) complete sets of plans for review, approval, and permit issuance. Plans should include: site plan with location of the equipment, and other buildings or structures, vehicle impact protection details if applicable, required screening details with dimensions from property lines, and electrical plans if applicable (include single-line diagram). At least two (2) of the three (3) sets of plans submitted shall bear both the Department of Community Development and Fire Department's stamps of approval.

- Submit two (2) copies of specifications or installation instructions for equipment.
- Submit two (2) sets of structural calculations if applicable.

A building permit may be issued over the counter if all approvals have been received and are presented at time of submittal to the Building Division. If special circumstances exist, additional review may be required.

Permits are based on the valuation of work (building, electrical, mechanical, plumbing).

Contacts:

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